Prioritize Decisions

Making best choices...

Not easy, but definitely doable!

What's Here?

- The Challenge
- The Procedure
- Communicate Results
- Make It So
- Additional Information
- That's all for now…

The Challenge

- So much to do, so little time!
- So many choices – possibilities!
- So much input!
- So many great ideas and plans!
- So many solutions and decisions!
- How do you choose? What should you do first, next, next, next …
- What are the restraints (budget, people, time, etc.)?

Procedure

- Make a list of your action items (e.g., solutions, decisions, ideas and plans).
- Make copies of the Prioritize Decision Rating Worksheet. (To see the form, view in the full screen [slideshow] view and click on the underlined word “worksheet”.)
- Complete the header information on the worksheet.

  See example on next slide.

PRIORITIZATION RATING SHEET

Prepared by: Gina Davis Date September 21, 20xx

Program: Bowling, Ocean View Lanes

RATING/PRIORITIZATION INSTRUCTIONS: • Enter decisions/solutions below. • Rate each decision/solution on a scale of 1-5, with 1-Low to 5-High. • Total evaluation scores in the column at right. • Use the blank column for any unique, local criteria by which to evaluate each decision/solution.	Increase patron participation	Increase patron satisfaction	Increase income	Decrease expenses	Favorably impacts community	Prevents negative consequences	Enhances command support		**TOTAL**	**PRIORITY**	**R.A.W. / COST**
1.											

Procedure

- Transcribe your solutions/decisions to the copies of the rating sheets.
  - Include action items from pending projects, needs/preference assessments, and other identification processes.
  - Include inspection items from daily inspections and observations
  - Include action items created by you, staff, Command, etc.

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1. Replace rental lockers in bowling alley											
2. Rehab the 7-10 Snack Bar											
3. Install electronic scoring equipment											
4. Replace ball cleaner/polishers											

Procedure

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- Using a scale of 1-5, with 1-Low and 5-High, rate each solution/decision by the criteria/value indicators on the rating sheet.
  - Increases customer/patron participation
  - Increases customer/patron satisfaction
  - Increases income
  - Decreases expenses
  - Favorably impacts the installation/community
  - Prevents/minimizes negative consequences resulting from NOT accomplishing/ implementing the decision/solution
  - Enhances command support/involvement

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1. Replace rental lockers in bowling alley	3	3	2	1	2	2	3		14	6	6.5k
2. Rehab the 7-10 Snack Bar	4	4	4	3	3	3	4		24	2	14.3 k
3. Install electronic scoring equipment	4	4	5	1	4	1	4		22	3	115k
4. Replace ball cleaner/polishers	2	3	3	3	2	3	2		17	5	2.6k

Procedure

- Total evaluation scores in the right hand column.
- Prioritize your action items after each has been rated.
- Transcribe costs from the (R.A.W.) Test worksheets for each action item.
- Enter worksheet notes as applicable to your action items, available resources, time lines, etc.

~ Voilà – that's all there is to it! ~

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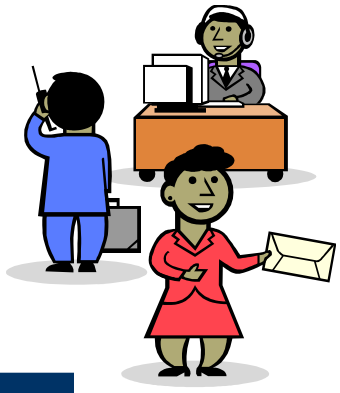
- Enter decisions/solutions below.
- Rate each decision/solution on a scale of 1-5, with 1-Low to 5-High.
- Total evaluation scores in the column at right.
- Use the blank column for any unique, local criteria by which to evaluate each decision/solution.

	Increase pa…ation	Increase pa…tion	…ome	De…ses	Favorably imp…nity	Prevents negati…ces	Enhances cor…ort		…TAL	…ITY	…COST
8. Provide game room with amusement machines	5	5	5	1	4	1	1		22	4	23k
9. Resurface remaining lanes.	4	5	4	3	3	4	3		26	1	6k
10.											

Notes: Finish resurfacing next month. Rehab of 7-10 starts on 15th. Advertise both projects in newsletter and base paper. Repeat when done! Include front gate marquee.

Communicate Results



- Communicate your prioritized list in accordance with local policy.
- Update your goals and objectives or things-to-do list.
- Prepare Plan of Actions and Milestones as applicable to the action items.

Make It So!

- Implement your prioritized solutions, decisions, plans and ideas in accordance with applicable POA&M.
- Monitor and report progress.
- Keep customers, staff and management apprised of actions and progress.

Additional Information

- Essential Management Competencies desk reference, Task 2.4, Prioritize Solutions/Decisions
- Priority Setting Skills from the series, The Productive Supervisor, C.R. McDonald, Human Resource Development Press, 1985
- Figuring Things Out, Ron Zemke and Thomas Kramlinger, Addison-Wesley Publishing Co., Menlo Park, CA, 1982
- The Art of Problem Solving: Accompanied by Ackoff's Fables, Russell L. Ackoff, John Wiley and Sons, Publishers, New York, NY, 1987
- Making Effective Decisions, David F. Folino, Velocity Business Publishing, Bristol, VT, 1997

That’s all for now…

It’s your call – make it a great one!

Suggestions and requests to:

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